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OTE 85-5535

3 JUN 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [redacted]
Director of Training and Education

25X1 SUBJECT: SIS Assignment Nomination for [redacted]

1. Action Requested: This memorandum submits a recommendation in paragraph 3 for your approval.

25X1 2. Background: [redacted] is a GS-15 Directorate of Administration careerist who is currently ending a two-year rotational assignment to the Evaluation and Plans Staff, DDO. Prior to this assignment, he served as Chief of the Management and Administrative Training Division, Office of
25X1 Training and Education. [redacted] has been identified for an assignment as Executive Officer to be effective 1 July 1985. He has been selected for this assignment based on his skills and experience in OTE and the Agency. It is anticipated that he will make a significant contribution to the day-to-day management of the Office and that his own career prospects will be advanced.

25X1 3. Recommendations: In view of the foregoing, it is requested that [redacted] be approved for assignment as Executive Officer, Office of
25X1 Training and Education.

[redacted]

Attachments:
A. Biographic Profile
B. Performance Appraisal

Administrative Internal Use only
when detached from attachments.

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25X1

SUBJECT: SIS Assignment Nomination for [redacted]

APPROVED:

Deputy Director for Administration

Date

Distribution:
Original - Addressee
1 - DDA
1 - DTE/OTE
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25X1 3/OTE [redacted] (30 May 1985)

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